

**RETRIEVING ELECTRONIC FILINGS
IN THE
SOUTHERN DISTRICT OF WEST VIRGINIA**

STEP ONE: Access the CM/ECF System for the Southern District of West Virginia.

From the J-Net Homepage, choose [Court Sites–External](#).

When the J-Net Internet Site Database appears, choose [West Virginia Southern District Court](#).

When our homepage appears, click on the CM/ECF icon:



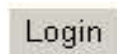
STEP TWO: Log in to the CM/ECF System for the Southern District of West Virginia.

When the CM/ECF Welcome Page appears, choose [Log in to the District CM/ECF System](#).

When the WVSD ECF/Pacer Login appears, enter the following information:

Login:	Your Court's PACER login
Password:	Your Court's PACER password
Client Code:	-leave blank-

When you have entered the required information, click:



STEP THREE: Run the docket sheet for the target case.

From the main CM/ECF menu, choose **Reports** and [Docket Sheet](#).

When the docket sheet screen appears, enter the case number used in the *Southern District of West Virginia* and click:



STEP FOUR: Review, print or save the desired documents.

From the Docket Sheet Report, click on the underlined document number assigned to the desired document. You may then review, print, or save the document. Using the back arrow, return to the docket sheet to review, print, or save additional documents.

STEP FIVE: Log out.

❖ NOTE ❖

Sealed documents may not be retrieved using this procedure. If you require access to these documents, please call or e-mail the Clerk's Office.